



◇ Change Orders Tab

- ◆ Record change orders in CARTs


****Note:** For Reductions (deductive Change Order Amount), contact BDCC team, CARTs does not allow entry of negative numbers

Details SubContractors Reporting Contractor Payments Document Upload **Change Orders**

Showing Change Orders 1-1 of 1 Change Orders Per Page 10 ▾

Change Order Number	Description	Issue Date	Change in duration (days)	Change Amount	Actions
001	Sample Change Order	01/01/2015	100	234,567.00	 

Page ▾

 Add Change Order

Note:

- For Non-work order contract: everything is under single contract number
- For Work Order contract: payments, journey/apprentice hours need to be reported by work order



For technical help, please contact:

Phuong Nguyen: (206) 263-9745 or phuong.nguyen@kingcounty.gov



King County

CARTS End-User Guide for Consultant


CARTS Login

- Username and Password can be found in Post Award Letter
- Contact BDCC team to request username and password if needed
- <https://info.kingcounty.gov/exec/contractreporting/Login.aspx>

CARTS System


- Left Navigation Pane (site overview)
 - ◇ **My Contracts**
 - ◆ Active Contracts
 - New contracts will show up here after the Post Award Letter (PAL) is sent
 - ◆ Closed Contracts

CARTS
My Contracts
Active Contracts
Closed Contracts
My Profile
Help
Log Off



Active Contracts

This page provides a listing of your contracts. Select a contract from below for additional contract details, to a

 Move your mouse over the contract you wish to view, once the appropriate contract is highlighted left clic

Showing Contract 1-2 of 2


Number ↑	
C00000C00	CARTS TEST
C00000C00	work order

*Current as of 1/2017.

◇ **My Profile**

- Contractor Profile
- Manage Contacts
 - * Add/Edit/Remove CARTS contacts
- Manage login
 - * Change Password
 - * Change Username

CARTS
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Updating Contracts/Entering Payments and Hours

- Click on My Contracts | Active Contracts
- Click Contract Number

◆ Details tab

- Contract Details - overall contract details
- SubContractors
- Contract Owner
- Contract Requirements
- Contract Goals

◆ Subcontractors

- Add/edit subcontractors information
- To Edit, click on the pencil icon under Actions
- Create a new subcontractors
- Contact BDCC to remove a subcontractor (need to be done on the DB backend)

Details	SubContractors	Reporting	Contractor Payments	Document Upload	Change Orders
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Below is a listing of current subcontractors and suppliers assigned to **Contract C00000C00**

Condition of Award

Listing of firms identified toward meeting a contract small business goal or requirement. To add or remove firms from this list send email to the [BDCC Administrator](#). To edit contractor information click the icon under the "Actions" column below.

Showing SubContractor 0- 0 of 0 SubContractors Per Page 10

There are no subcontractors that are condition of award assigned to this Contract.

Other SubContractors

Ensure all contractors, consultants and suppliers performing work on this project are listed below. To edit contractor information click the icon under the "Actions" column below.

Showing SubContractor 1- 9 of 9 SubContractors Per Page 10										
SubContractor Name ↑	DBE	M/WBE	SCS	Type of Work	Intent To Pay Amount	Est. Start Date	Est. End Date	L&I Intent Id	L&I Affidavit Number	Actions
1ST CHOICE MEDIA				Subconsultant	\$500.00	09/30/2015	10/30/2015	N/A	N/A	
2 FOLD PRODUCTIONS LLC				Subcontractor	\$5,000.00	09/30/2015	10/30/2015	Missing	Missing	
A&B PAINTING				Subcontractor	\$10,000.00	09/30/2015	10/30/2015	Missing	Missing	

Note: Consultants may ignore the **Reporting Tab**; as it is being used by Contractors to report Journey & Apprentices hours. However, Consultants please see the instruction for AAP Column.

◆ AAP Column

- Click on AAP to download the form
- Required to SubContractors and Suppliers prior to Final Payment and contract close out
- Must be signed and notarized by the Subcontractor/Supplier
- Must be signed by the Prime
- To Upload
 - Document Upload Tab
 - Affidavit of Amounts paid (AAP) is the only document we require

Details	SubContractors	Reporting	Contractor Payments	Document Upload	Change Orders
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This page is used to report Monthly Labor Hours for Construction Contracts. [View reporting instructions...](#)

Reporting Period December 2016

Showing SubContractor 1-3 of 9 Contracts Per Page 10

MUR/AUR Reporting								
Contractor Name ↑	Report Status	Activity Status	Submit Date	Actions	Journey Hours Current Period	Apprentice Hours Current Period	Journey Hours To Date (01/2017)	Apprentice Hours To Date (01/2017)
[PRIME] ZZGROUP; BDCC	Submitted	Initial Report	1/25/2017 3:53:57 PM		120	15	513	155
1ST CHOICE MEDIA	Not Required				0	0	0	0
2 FOLD PRODUCTIONS LLC	Missing				0	0	120	240
A&B PAINTING	In Progress				0	0	0	0
AAA ABATEMENT AND DEMOLITION, INC.	Missing				0	0	2083	485
AAA EXCAVATING	Missing				0	0	0	0
BUCK SMITH TRUCKING	Not Required				0	0	0	0
LANE COMMUNICATIONS	Missing				0	0	1100	226
MK CONSULTING	Missing				0	0	20	0

◆ Contractor Payments Tab

- Amount Earned and Dollars Received (for Prime) and Amount Paid (for Subs) should be for the reporting period
 - Note:** You do not need to go back and try to match of Earned and Paid Amounts
- Amount Earned = total invoice for that period sent to KC/submitted to Prime by SubContractors/Suppliers
- Amount/Dollars Received = amount w/o Sales Tax or Retention
- Save
- Submit when no more updates are needed for the period
 - Note:** BDCC team can unlock/unsubmit so you can edit if you submit in error

Details	SubContractors	Reporting	Contractor Payments	Document Upload	Change Orders
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This page is used to report Prime Contractor Payments received from King County and Prime Contractor Payments made to Subcontractors and Suppliers for all contract types.

Progress Payment Period January 2017

Prime Contractor

Progress Payment	Amount Earned	Earned to Date (01/2017)	Received Date	Dollars Received	Received to Date (01/2017)
ZZGROUP; BDCC	\$0	\$115,903.00	01/01/2017	\$0	\$118,716.02

Condition of Award (SCS Certified Firms)

There are no subcontractors that are condition of award

Other SubContractors

Progress Payment	Amount Earned	Earned to Date (01/2017)	Paid Date	Amount Paid	Paid to Date (01/2017)
1ST CHOICE MEDIA	\$0	\$0.00	01/01/2017	\$0	\$5,660.99
2 FOLD PRODUCTIONS LLC	\$0	\$2,000.00	01/01/2017	\$0	\$1,000.00
A&B PAINTING	\$0	\$0.00	01/01/2017	\$0	\$0.00
AAA ABATEMENT AND DEMOLITION, INC.	\$0	\$1,000.00	01/01/2017	\$0	\$500.00
AAA EXCAVATING	\$0	\$0.00	01/01/2017	\$0	\$0.00
BUCK SMITH TRUCKING	\$0	\$0.00	01/01/2017	\$0	\$0.00
LANE COMMUNICATIONS	\$0	\$0.00	01/01/2017	\$0	\$0.00
MK CONSULTING	\$0	\$2,000.00	01/01/2017	\$0	\$2,000.00